

Human Services Public Benefit Funding



**Erie County
New York**

FY 2003 Applicant Workbook

**Human Services Public Benefit Funding
Application Workbook
FY 2003**

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* These materials are only available in the hard copy. If needed, please call or e-mail for a copy at Rifkinr@aol.com or 858-7257.

Human Services Advisory Committee

May 24, 2002

Dear FY 2003 Human Service Public Benefit Funding Applicants:

The Human Services Advisory Committee wants to thank you for your support of the outcome based funding approach that is being used to evaluate your request for FY 2003 funding. The members of the Committee believe that this new approach will help to ensure that each individual in Erie County has the opportunity to achieve self-sufficiency and function to his or her full potential. This workbook has been developed to help you through the application process. Should you have any questions, please feel free to call anyone listed on the Staff Contacts list.

Sincerely,

Robert M. Bennett
Chair

Human Service Advisory Committee

Purpose & Goal

FY 2003 Funding Cycle

The ***purpose*** of the Erie County Human Service Advisory Committee is to make recommendations to fund human service non-profit organizations that help to achieve the following community outcomes, with measurable results:

- Outcome 1 Children, Families and Individuals are healthy and stable.
- Outcome 2 Children, Families and Individuals meet their basic needs.
- Outcome 3 Communities are safe, supportive, inclusive and thriving.

The ***goal*** of the funding is to ensure that each individual in Erie County has the opportunity to achieve self-sufficiency and function to his or her full potential.

Human Services Advisory Committee

FY 2003 Staff Contacts

Roberta Rifkin is the coordinator for the Committee, however any of the following staff members can be contacted with questions regarding the FY 2003 Human Services Public Benefit Funding Application:

Name	Dept.	Phone	E-mail
Joseph Abdallah	Probation/Youth Division	858-6292	abdallaj@erie.gov
Peter Curtis	Mental Health	858-6498	curtisp@erie.gov
Clotilde Dedecker	Commission on the Status of Women	858-8307	dedeckec@erie.gov
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Sylvia Krayna	Senior Services	858-7258	kraynas@erie.gov
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Marisa Wegrzyn	Budget	858-8395	wegrzynm@erie.gov
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Gary Wolfe	Health	858-6180	wolfeg@erie.gov
Jennifer Wood	Senior Services	858-7532	woodj@erie.gov

Eligibility Requirements

The applicant must satisfy the following requirements:

- a.) Submittal of five (5) copies of the application, including five (5) separate packets of submittal information (stapled or clipped, not bound) no later than 2:00 p.m. on Tuesday, July 9, 2002 to County Department of Environment and Planning - Room 1064.
- b.) Organizations with non-profit status.
 - 1. Documentation of such status can be provided with a copy of the organization's letter of incorporation as a non-profit corporation; or
 - 2. Letter from the IRS with 501(c)3 status.
- c.) The organization provides human services to the residents of Erie County.
- d.) Each of the organization's program requests must help to accomplish one of the three stated outcomes identified in the FY 2003 application.

Not Eligible for Human Service Public Benefit Funding

- Capital Improvement Requests.
- Religious Organizations for religious programming.
- Political Organizations for political programming.

Human Services Public Benefit Funding Process

FY 2003 Schedule

May 24	Send out applications
June 10	Training for applicants (applicants will pick one day)
June 11	Training for applicants
July 17	Training for applicants
July 9	Applications due
July 9 – July 29	Applications reviewed for eligibility and completeness. If needed, requests for more information will be made to organizations. (STAFF)
August 1 - August 30	Applications will be reviewed by HSAC. (Citizen members)
September 3 - September 19	HSAC discusses recommendations. Clarifications as needed.
October 4	Recommendations to County Executive.
November	County Executive sends budget to the Legislature. Notifications sent to all applicants.
November – December	Legislative Hearings on Public Benefit Funding

DESCRIPTIONS OF HUMAN SERVICE PUBLIC BENEFIT FUNDING

FISCAL YEAR 2003

TARGETED FUNDING OUTCOMES

The HSAC established a sub committee to identify outcomes for the FY 2003 funding cycle. The group used data and guidelines from other area organizations such as the United Way and the Institute for Local Governance and Regional Growth. For FY 2004, the HSAC hopes to establish the outcomes with data that are being derived from the County's Blueprint for Change effort. The Blueprint for Change is identifying key social service indicators and outcomes through a process of researching and analyzing the County's human service related departments. Our outcomes will align with the work of the Blueprint for Change as appropriate.

What follows are the three outcomes for FY 2003, along with a description of the types of programs that might help to achieve these outcomes. This is an illustrative description, designed to guide organizations when they fill out the application. It is NOT meant to be a comprehensive list of what activities will or will not be funded.

Outcome #1: Children, Families and Individuals are Healthy and Stable

Examples of populations that might be supported through this outcome include, families, the elderly, persons with disabilities, and other special needs populations.

This outcome is supported through:

- Enhancing the physical, and mental health, and well being of children, families, and individuals.
- Improving the functioning of families and individuals.
- Maintaining or improving the ability of individuals to be self sufficient, including persons who are elderly, disabled or have special needs.
- Providing opportunities for children, families and individuals, including persons who are elderly, disabled, or have special needs, to participate in community activities.
- Ensuring that people have access to community facilities, activities and services.

Examples of services that support this priority could include:

- Mentoring programs.
- Parenting programs.
- Life skills oriented programs.
- Child abuse or domestic violence prevention programs.
- Counseling.
- Legal assistance regarding family matters and elderly abuse.
- Leisure activities which promote health, well being, and integration into the community.
- Outreach services for the frail elderly or persons with disabilities.
- Home-based services, such as respite and personal care.
- Mental health and substance abuse services.
- Programs that prevent disease.
- Programs that encourage and foster alliances among businesses and other public and private organizations to improve community health.

Outcome #2 Children, Families, and Individuals meet their basic needs

Examples of populations that could be supported through this priority include low income families and individuals, including immigrants, the elderly, and persons with disabilities.

This outcome is supported through:

- Enabling children, families, and individuals to meet their needs for food, clothing, furniture, transportation, and other essential items.
- Providing emergency or temporary shelter for those who loose their homes.
- Educating, representing, or advising families and individuals regarding financial and legal matters.

Examples of services that support this priority could include:

- Emergency food assistance.
- Clothing.
- Furniture donations.
- Legal assistance.
- Referral services.
- Services for those in temporary or transitional housing.

Outcome #3 Communities are safe, supportive, inclusive, and thriving

This outcome is supported through:

- Building capacity and resources within communities so that they are able to respond to the needs of their members.

- Creating knowledge and awareness within communities so members can take informed actions to meet needs.
- Increasing the community's understanding of diverse populations, such as ethnic minorities, persons with disabilities, and the elderly.

Examples of services that support this outcome could include:

- Outreach, community education and information activities.
- Prevention efforts, which are targeted to communities.
- Activities, which generate an increased understanding of, and improved responsibilities towards, needs associated with diverse cultures.
- Environmental programs that improve communities.

**Human Services Public Benefit Funding
FY 2003**

Evaluation Criteria

The Human Services Advisory Committee will use evaluation criteria to rank each proposal submitted. Each criterion element is rated separately. Proposals may receive up to the maximum points allowed based on the ability to respond to each criterion element. Funding decisions will be based on the total points that an application receives, along with the available resources. Thus, an application that receives the maximum number of points may not necessarily receive full funding, but will receive a greater percentage of their request than an applicant with less points.

Applications will be considered using the following criteria:

Criterion 1	Demonstration of Need	15 points
Criterion 2	Approach	30 points
Criterion 3	Outcomes	30 points
Criterion 4	Organizational Capacity	15 points
Criterion 5	Budget and Budget Justification	10 points

1. Demonstration of Need:

Maximum Points – 15

Proposal describes need and relates that need to the FY 2003 HSAC funding outcomes.

	Criterion Element	Points Per Element
A	Proposal clearly describes the need and affected population and communities to be served. Proposal describes how the identified need relates to and strongly contributes to at least one of the HSAC funding outcomes selected for the proposed project.	0-5
B	Proposal demonstrates that the need is not otherwise being adequately met for the populations and communities proposed to be served.	0-10

2. Approach

Maximum Points – 30

Proposal describes what the project will do; how it will be implemented, operated and administered within a realistic time period; how it will be provided within a cooperative service delivery approach; and how readily targeted clients will access services.

	Criterion Element	Points Per Element
A	Proposal describes project activities that will address the identified need and population; identifies the communities for which the service will be provided; and specifies the number of people or communities each activity will serve.	0-5
B	Proposal clearly describes a clear and reasonable work plan for how the program will be implemented, operated and administered and provides a realistic timeline to initiate and complete project activities.	0-10
C	Proposal demonstrates a cooperative or collaborative service delivery approach to maximize service delivery, achieve efficiencies, and minimize duplication.	0-10
D	Proposed project maximizes clients' access, utilization and willingness to accept proposed services.	0-5

3. Outcomes

Maximum Points – 30

Proposal clearly identifies and describes one or more measurable project outcomes that are consistent with the identified unmet need and project approach; and that the outcome will have a significant and positive impact on the population and/or the community affected by the unmet need.

	Criterion Element	Points Per Element
A	Proposal identifies outcomes that are consistent with the identified unmet need and project approach.	0-5
B	Proposal describes measurable outcomes and methods to measure them so that they can be implemented upon contract initiation and results verified upon contract's end.	0-15
C	Proposed outcomes are reasonable for the scope of the project and can be accomplished in the contract period.	0-5
D	Proposal demonstrates that the outcomes will significantly affect the population and/or the community affected by the unmet need, resulting in improved quality of life.	0-5

4. Organizational Capacity

Maximum Points – 15

The proposal demonstrates the applicant's organizational skills, experience, and resources necessary to implement and manage the project. The proposal submitted is a collaborative proposal between two or more non-profit organizations.

	Criterion Element	Points Per Element
A	Proposed project will have the project, management, and fiscal staff resources (including consultants and/or volunteers) with skills, experience, and/or appropriate credentials to administer and conduct an accountable and responsible project. Proposed project will have, or has, access to facilities, equipment, materials, and other physical resources to effectively conduct the project.	0-4
B	Proposal provides documentation of an acceptable and accountable fiscal management system.	0-4
C	Proposed is submitted in collaboration with one or more other non-profit organizations, with clearly defined roles and responsibilities of each partner.	0-7

5. Budget and Budget Justification

Maximum Points – 10

Proposal presents a clear and reasonable project budget and identifies additional resources other than County funds or County contributions that can help support the proposed project.

	Criterion Element	Points Per Element
A	Proposed budget clearly describes all costs for the project.	0-2
B	Proposed budget is reasonable for the project.	0-2
C	Proposal includes additional resources that will significantly support the project.	0-3
D	Proposed budget includes a significant amount of non-County cash to leverage the proposed project's costs.	0-3

Glossary of Terms

<i>Term</i>	<i>Definition</i>
Audit	Determine whether an entity's financial statements are presented fairly in accordance with generally accepted accounting principles.
Collaboration	Communities, non-profit agencies or local organizations, joining together through written agreements, to provide services based on common goals and shared funding. Partners agree to pool resources, jointly plan, implement and evaluate new services and procedures and delegate individual responsibility for the outcomes of their joining efforts.
Consumers	Those people who participate in the programs offered.
Federal Tax Form 990 (Return of Organization Exemption From Income Tax)	IRS form (990 or 990EZ) required for non-profits to file annual gross expenses and description of programs and accomplishments. Forms are not required if the annual gross receipts are \$25,000 or less or the non-profit meets other exemptions.
Federal Tax Identification	The employer identification number (EIN) is a nine digit number assigned to the organization by the Internal Revenue Service (IRS).
Intermediate Outcomes	Intermediate outcomes link a program's short term outcomes to the longer term outcomes it desires for consumers. They often are changes in behavior that result from consumers' new knowledge, attitudes or skills.
Long Term Outcomes	Long term outcomes are the ultimate outcomes a program desires to achieve for its consumers. They represent meaningful changes for consumers, often in their condition or status. Although the program may hope that consumers go even farther in their growth and development and that similar changes will occur throughout the larger community, the program's long term outcomes are the most removed benefits that it can reasonably expect to influence.
Outcome Measurement Tool	Instrument to determine the project/program outcome. (For example: survey, pre & post case management records and client assessments.)
Outcome Measurement	Describes how the project/program outcome will be measured. This might include collecting data, analyzing and monitoring the outcome process.
Outcomes	Benefits for participants during or after program activities or their involvement. Outcomes may relate to knowledge, skills, attitudes, values, behavior, condition, or status.

<i>Term</i>	<i>Definition</i>
Project Inputs	These are the resources needed to carry out the project activities and accomplish the project outcomes. Staff, funds, volunteers, materials are all examples of inputs. Inputs should be quantified whenever possible (e.g. number of full –time equivalent (FTE) social workers.)
Project Activities	Activities show what you do with the inputs/resources to achieve your outcomes. Examples include support groups, job clubs, individual counseling, structured recreation programs, etc. Activities should be quantified to show information such as frequency, duration and participation.
Public Benefit Funds	Under New York state law, counties are permitted to contract for public benefit services. This grant funding is available for non-profit organizations that provide a benefit to the residents of the county, whether it be cultural, economic or human service related.
Short Term Outcomes	Short term outcomes are the first benefits or changes participants, or consumers, experience and are the ones most closely related to and influenced by the programs outputs. Often, initial outcomes are changes in consumers' knowledge, attitudes or skills. They are not ends in themselves, and may not be especially meaningful in terms of the quality of the consumers' lives. However, they are necessary steps toward the desired ends, and therefore are important as indicators of consumers' progress toward those ends.